

## Product Submission Form

PLEASE PRINT

Working Product Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Product Classification:  Elementary  Secondary

Subject or Content Area: \_\_\_\_\_

Product Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target Market: \_\_\_\_\_

Type of Product:  Print Product  Game  Software  Other: \_\_\_\_\_

### Main Contact

Please provide the following information for ONLY the Main Contact.

*Unless otherwise requested, all correspondence regarding this submission will be sent to the e-mail address listed below.*

Title:  Mr.  Mrs.  Ms.  Miss  Dr.  Other: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ Alternate Number: (\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

I am submitting a product proposal, manuscript, prototype, or idea to PCI Education. I have read and understand PCI Education's Submission Policies and Instructions. I hereby certify that this work is my/our original creation, and that I/we have the sole right, title, and interest in this product. Furthermore, I certify that I/we have provided documentation to PCI Education if federal, state, or local government funding was utilized in the development of this product.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Main Contact*

## Product Submission Policies and Instructions

1. PCI Education cannot legally process your submission or consider your submission for possible publication until we have received a completed, signed Product Submission Form.
2. Product submissions **must** include the following items:
  - a completed, signed Product Submission Form
  - a cover letter
  - a self-addressed, stamped return envelope or other postage sufficient for the return of your materials
  - a copy of as much of your manuscript as possible (queries are NOT preferred) and/or a sample of your product (please do NOT send originals)
3. Your cover letter should include the following:
  - each author's background with a specific focus on classroom and/or curriculum development experience and a resumé
  - the working title of your submission
  - a list of components, including the number of pages and/or number of manipulatives
  - the target audience (age and/or grade level; MR, LD, at-risk, general education, etc.; reading level of intended students), keeping in mind that PCI Education specializes in products targeting struggling learners and those with learning differences
  - the date your product or idea was first written or developed
  - the results of field testing (if available)
  - the current educational research and standards related to product
  - research into possible competing products (How is your product different? How is it similar?)
4. Submissions that meet certain criteria will be reviewed by PCI Education's product development team. Upon receipt of your submission, PCI Education will send you an acknowledgment of receipt. Submissions are reviewed by a committee consisting of content specialists, former educators, marketing personnel, and PCI Education executives. You will be notified once the review committee has reached a decision.
5. Submissions that are accepted for publication will NOT be returned to the author(s). Those submissions not accepted for publication will be returned IF the author(s) has provided a self-addressed, stamped return envelope. If no envelope is provided, or if insufficient postage is provided, submissions will be discarded.
6. If any federal, state, or local government funding was utilized in the development of the product, then the author(s) must provide PCI Education with documentation outlining the funding at the same time the product is submitted.

Direct inquiries to PCI Education's Submissions Editor at [submissions@pcieducation.com](mailto:submissions@pcieducation.com).